



**NORTH CAROLINA NATIONAL GUARD  
T-32 ADOS TOUR ANNOUNCEMENT**



<b>POSITION AND DUTY MOS:</b> Admin NCO/42A	<b>RANK/GRADE:</b> <b>SGT/E5</b> <b>(Minimum: SPC/E4)</b>	<input type="checkbox"/>	<b>NATIONWIDE</b>	<b>ANNOUNCEMENT #:</b> 449-ADOS 2018-01
		<input checked="" type="checkbox"/>	<b>NCARNG SOLDIERS ONLY</b>	

**UNIT, LOCATION, POC:**

HHC/449 TAB/ Morrisville, NC  
POC: MSG Everette (984) 661-6263  
Dora.b.everette.mil@mail.mil

**OPENS:**

9 April 2018

**CLOSES:**

28 May 2018

**POSITION DESCRIPTION:** This position performs administrative and personnel duties in support of assigned unit. Advises commander and staff on personnel issues. Handles all PSDR actions to include enlisted and officer actions as well as daily admin services for assigned personnel. Tracks personnel readiness for the unit and become the subject matter expert on PSDR. Assist and processes all actions concerning PARs, SIDPERS updates, LOD module, DPRO reports, iPERMS update, review evaluations in EES, promotions, awards, and other personnel administration related actions. Must be familiar with administrative regulations. Performs other duties as deemed necessary by the Readiness NCO.

**QUALIFICATION REQUIREMENTS:** **Must possess a 42A MOS** (Other MOS may be considered if member has admin experience at the Company Level). Must be a member of the NCARNG. Must meet height/weight standards of AR 600-9 and present good military bearing. Must participate in physical fitness training in accordance with applicable regulations. Soldier will take the Army PT test semi-annually; must have a current APFT taken within 6 months of the start date of the orders (projected orders dates are **1 May 2018 through 30 September 2018**). Must have a Secret clearance. Must meet retention medical/physical standards of Chapter 3, AR 40-501. Must be able to complete a 1 year of ADOS prior to completing 18 years of Active Federal service (unless waived by DARNG). Must not be within 6 months of MRD/ETS on the report date of the tour (unless waived by the TAG). Must not be under suspension of favorable personnel actions per AR 600-8-2. Soldiers with a permanent profile with a 3 or 4 in the PULHES must have had his/her profile adjudicated by either the MAR2 process of the PDES and have been found for retention in his or her PMOS. Must meet other entrance requirements of AR 135-18.

**PLEASE READ DISCLAIMER:** You, the applicant, are responsible for the completion and turn-in of your application, all contents, and attachments. Please insure that all required documents (As Applicable) on the checklist are included with your application. **INCOMPLETE APPLICATIONS WILL BE CONSIDERED "NOT QUALIFIED" AND, WILL BE RETURNED WITHOUT ACTION (RWOA).** **DEPLOYED APPLICANTS:** If you are deployed, submit a memo stating the following: you are deployed, tentative date of your redeployment and include all POC information – i.e. DSN phone numbers and all email address (es). **ALL APPLICANTS:** email applications to: [ng.nc.ncarng.mbx.449-AVN-S1@mail.mil](mailto:ng.nc.ncarng.mbx.449-AVN-S1@mail.mil). Applications must be received no later than 1630 hours (EST) on the closing date of the announcement. Applications must be sent as one PDF file.

**THE NORTH CAROLINA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER**

Eligible applicants will be considered without regard to race, sex, religion, national origin, or political affiliation.

## MOB-AUG APPLICATION CHECKLIST

- \_\_\_\_\_ 1. DA Form 1058-R (Jul 93). Must complete blocks 2-24, Sign and Date BLK 22 & 24, BN S1.  
DA Form 1058-1R (only if requires a waiver by Director of ARNG)
  
- \_\_\_\_\_ 2. Certified copy of ERB/ORB
  - \_\_\_\_\_ ASVAB scores match the qualification requirements for the announcement.
  - \_\_\_\_\_ Qualified for AOC/MOS or meets DA Pam 611-21 prerequisites?
  
- \_\_\_\_\_ 3. Personnel Qualification Record (Must be pulled in last 30 days)
  
- \_\_\_\_\_ 4. DA Form 705 reflecting latest APFT (must be current within 1 year)
  - \_\_\_\_\_ Passed APFT.
  - \_\_\_\_\_ DA Form 3349 Physical Profile (for alternate APFT).
  - \_\_\_\_\_ Meet HT/WT IAW AR 600-9? If not check for DA Form 5500/5501 reflecting latest HT/WT
  
- \_\_\_\_\_ 5. IMR (showing current PHA within the last 12 months and no IMR deficiencies). Soldiers with unresolved medical issues, to include temporary profiles, are ineligible for a tour. Must also show a current negative HIV-1 test within 2 years of the projected report date.
  
- \_\_\_\_\_ 6. Statement of Service (DA Form 1506)
  
- \_\_\_\_\_ 7. DA Form 2166-8 NCOER / DA Form 67-8/9 OERs – last 3 copies.
  - \_\_\_\_\_ If you are a SPC/E4 or a newly promoted SGT (Don't have 3 NCOERs), Need a letter of recommendation from Unit Commander or senior NCO (SFC/E7 or above).
  
- \_\_\_\_\_ 8. Verification of Security Clearance.
  
- \_\_\_\_\_ 9. DD Form 214 (must have items 23-30 included),
  - \_\_\_\_\_ Re-entry Code should be RE-1 or RE-2 (check if RE-3 or RE-4).
  - \_\_\_\_\_ Character of Service should be Honorable Discharge.
  
- \_\_\_\_\_ 10. NGB Form 23/23b Retirements Points History Statement (RPAM) (Must be pulled in last 30 days)
  - \_\_\_\_\_ Calculate all prior Active Federal Service \_\_\_\_\_ years, \_\_\_\_\_ months (Must be able to complete 1 years, on AD or FTNGD prior to achieving 18 Years of active service)

**NOTE:** Please insure that all required documents (As Applicable) on the checklist are included with your application. **INCOMPLETE APPLICATIONS WILL BE CONSIDERED "NOT QUALIFIED" AND, WILL BE RETURNED WITHOUT ACTION (RWOA).** Applications that have been returned without action will need to be resubmitted with the corrected documents before job announcement closes, otherwise, applicant will not be considered for the position.